

**CHIEF OF FIRE PREVENTION  
STUDY GUIDE**

A written examination for the class of **CHIEF OF FIRE PREVENTION** to be administered in **SHREVEPORT** on **AUGUST 28, 2007**, will consist of approximately 120 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE CODES</b>  Knowledge of fire codes, of the legal authority under which the duties of enforcement are performed, and of liabilities incurred as a result of this authority.	9.2%
<b>FIRE HAZARDS</b>  Knowledge of the factors which constitute ordinary or special fire hazards, including any material, conditions, or act which may contribute to the start of a fire, or increase the extent or severity of the fire.	5.0%
<b>BUILDING CONSTRUCTION</b>  Knowledge of building construction, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	5.0%
<b>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, control, format, and retention, and of the information gathering process and procedures for completing required reports or producing required correspondence, in order to document the performance of fire prevention duties.	11.7%
<b>PUBLIC RELATIONS/PUBLIC FIRE EDUCATION</b>  Knowledge of accepted public relations practices in order to interact with other agencies, the media, and with the public in various situations including code enforcement and fire education.	8.3%

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of fire service management, including performing duties requiring interpretation of laws and policy and planning operations to handle fire prevention problems or enhance division programs.	6.7%
<b>ADMINISTRATION</b>  Knowledge of the principles of effective fire service management and administration, including management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management, including applicable civil service law.	14.2%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning processes of a public agency, including budget preparation, bookkeeping procedures, and overseeing the expenditure of budgeted funds.	5.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	30.0%
<b>MANAGEMENT OF EQUIPMENT AND SUPPLIES</b>  Knowledge of the management of equipment and supplies, including inventory control and purchasing.	5.0%

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4<sup>th</sup> ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.

Chief Officer, 2<sup>nd</sup> ed., 2004.

Fire Department Company Officer, 3rd ed., 1998.

Fire and Life Safety Educator, 2nd ed., 1997.

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1<sup>ST</sup> ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

**NATIONAL FIRE CODES/STANDARDS (NFC):**

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

## **SECONDARY REFERENCE MATERIAL**

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**NFPA INSPECTION MANUAL**, NFPA, 8th ed., 2002.

**MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE**, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examinationquestions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.